

WHAT TO CONSIDER WHEN DEPLOYING EV CHARGERS

PLAN



IDENTIFY THE PROJECT TEAM

- Leadership.
- Internal Departments.
- Expert Guidance.



DETERMINE VISION GOALS, AND PLAN

- Identify Use Cases.
- Analyze Existing Conditions.
- Understand the Costs.³
- Map Potential Locations.²
- Determine the best Implementation Strategy.
- Identify Funding.⁴



ENGAGE STAKEHOLDERS: INPUT & FEEDBACK

- Planning Partners. (MPO, county, city, etc.)
- Technical Partners. (utilities, industry)
- Equity Partners. (community-based orgs.)
- General Public. (motorists and residents)

CONSIDER

- Who will be the champion? Who will be the ambassador(s)?¹
- Which departments are involved?

CONSIDER

- What is the plan seeking to accomplish?
- What is your fleet transition plan?⁵
- Where do you need chargers and what type of chargers do you need?⁶
- What are your permitting needs? (remove, modify, new)?
- What are your policy needs? (remove, modify, new)?

CONSIDER

- Who are the key project stakeholders and what public input is needed to ensure the plan's success?
- What methods will be used for communication and educating the public?⁷

PROCURE



PROCUREMENT APPROACH & CONTRACT TERMS

- Develop procurement strategy.⁸
 - Draft procurement documents including qualifications, approach, and pricing forms
 - Develop outreach plan for vendors/contractors, site hosts, and other stakeholders
 - Establish selection process and evaluation criteria
- Draft key contract terms and conditions.⁹
 - Establish performance requirements and accountability mechanisms (e.g. warranty, insurance, performance security)
 - Determine data collection and reporting requirements
 - Consider all federal, state and local requirements



SITE PLANNING, PREPARATION & INSTALLATION

- Finalize type and number of EVSE needed.
- Determine signage, lighting, and security needs.
- Ensure ADA compliance & site accessibility and upkeep. (i.e. snow removal)¹¹
- Identify required permitting.



INSTALLATION

- Determine installer. (city, vendor, etc.)
- Coordinate with utility source(s).¹²
- Determine site improvements needed and secure permits.
- Coordinate with first responders.¹³
- Complete inspection(s).

CONSIDER

- Will you develop an RFP, sole source, or use a state term contract?
 - Who will own the chargers?
 - How will software be updated?
 - What's the process for reporting out-of-service chargers?
 - Will advertising be allowed?
 - Is participation in a power purchase agreement required?
 - What types of payment will you accept?
 - Will the contract be structured as a Public Private Partnership, grant, etc.?
- Will you charge a fee and will there be a cap on dwell time? Is there an additional parking fee?
- What technical specifications are required for the site?¹⁰

CONSIDER

- Where should make-ready be prioritized?
- Are there any upgrades needed to bring sufficient power to the site?
- Does the cost of energy allow for sustainable EVSE operation?

CONSIDER

- Has your procurement process accounted for all contractors needed to complete the project?
- Have you coordinated with all relevant parties:
 - local utilities on electrical upgrades.
 - local jurisdictions zoning code, permitting and final inspections.¹⁴

O&M, etc.



REPORTING

- Report on key performance measures including EVSE uptime and reliability.
- Ensure weights and measures compliance.¹⁵



EDUCATION & TRAINING

- Ensure local first responders and safety officials are notified of equipment and receive proper training.



FUTURE PLANNING & ONGOING ENGAGEMENT

- Update planning efforts as market evolves.
- Ensure ongoing engagement with key stakeholders.

CONSIDER

- What performance metrics do you want to track?
- What compliance reviews need to be completed?

CONSIDER

- What safety trainings are required or must be made available?
- What are additional training resources for continuing education?^{16,17,18}

CONSIDER

- Is your vendor in compliance with all the terms of the contract?
- How will you incorporate feedback in future EVSE planning?

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RESOURCE DOCUMENT

PLANNING RESOURCES

- 1 Review the ambassador program developed by Smart Columbus [here](#).
- 2 Reference DriveOhio's process for identifying locations for public charging (figure ES-1) [here](#).
- 3 Understand EVSE costs through DriveOhio's cost assumptions analysis (section 6.3) [here](#).
- 4 For funding resources and incentive information, review DriveOhio's Electric Vehicle Charging Study (section 5.3) [here](#).
- 5 Learn about Cincinnati's fleet transition [here](#) and watch a [webinar](#) from Smart Columbus and Electrification Coalition on advancing fleet electrification
- 6 To understand where to place chargers and what types of chargers are needed, visit DriveOhio's Ohio AFV Dashboard [here](#).
- 7 Review approaches to stakeholder outreach in (section 6.3) of DriveOhio's EV Charging Study, and pinpoint education needs (Appendix B) [here](#).

PROCUREMENT RESOURCES

- 8 Review Fourth Mobility's EV Charging and Public/Private Partnerships RFP Template [here](#).
- 9 Check out the Community Charging RFP that Seattle, WA developed for guidance [here](#).
- 10 Explore the City of Columbus' EV design guidelines for a better understanding about specifications [here](#).
- 11 Understand the U.S. Access Board's design recommendations for accessible EV charging stations [here](#).
- 12 Review best practices around utility coordination in DriveOhio's EV Charging Study (section 6.1.2) [here](#).
- 13 Understand how best to coordinate with first responders by reviewing NFPA's training and certification website [here](#).
- 14 Consider additional safety features and equipment like [remote power boxes](#) when designing and building charging stations in your community.

OPERATIONS & MAINTENANCE RESOURCES

- 15 Understand weights and measures compliance by reviewing Ohio's Retail Sale of Fuels Rule (901:6-5-02) [here](#).
- 16 Learn about workforce development efforts through DriveOhio [here](#).
- 17 General education resources for EVSE can be found on Clean Fuels Ohio's website [here](#).
- 18 Electrician training information can be found on the Electric Vehicle Training Program website [here](#).